

U.S. Government Printing Office (GPO)  
Southampton Office Park  
Suite A-190  
928 Jaymore Road  
Southampton, Pennsylvania 18966

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**“ 1<sup>st</sup>. DISTRICT WARRIOR ”**

as requisitioned from the U.S. Government Printing Office (GPO) by the

Document Automation and Production Service (DAPS)

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning from Date of Award and ending September 30, 2009 plus up to four (4) optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**PRODUCTION AREA:** All production facilities used in the manufacture of the product (s) ordered under this contract must be located within a 25-mile radius of Long Island, NY.

**SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:**

Frequency of Orders

Schedule

Additional lesser charges scattered throughout

**PREAWARD EVALUATION:** In order to insure that the prospective contractor fully understands the total requirements of the job as indicated in these specifications, **bidder must submit two (2) samples of Quality level 2 printing. These furnished samples must be received before bid opening date of Oct. 29, 2008, 11AM. Samples are to be sent to US. Government Printing Office, 928 Jaymore Rd. Ste. A-190, Southampton, PA 18966. Mark envelope with the following: Company name, Contractor Code, Printing Samples for Program 1236-S, BOD 10/28/08, 11 AM, Attn: Karen Capie**

For information of a technical nature call Karen Capie (215)-364-6465 (no collect calls), ext. 12 or direct e-mail to kcapie@gpo.gov.

**QUOTATIONS: Submit quotations by FACSIMILE** (on "Section 4 - Schedule of Prices" sheet(s)) to U. S. Government Printing Office, Regional Printing Procurement Office, Southampton Office Park, Suite A-190, 928 Jaymore Road, Southampton, PA 18966.

**FACSIMILE Number: (215) 364-6479.** Receipt of facsimile quotations may be confirmed by calling (215) 364-6473. BID DESK.

**BID OPENING:** October 29, 2008, at 11AM Eastern Standard Time.

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II
- (b) Finishing (item related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Government Furnished Material,
P-8. Halftone Match (Single and Double Impression)	Government Furnished Material,
P-9. Solid and Screen Tint Color Match	Government Furnished Material
P-10. Process Color Match	Government Furnished Material,

**PREAWARD EVALUATION:** In order to insure that the prospective contractor fully understands the total requirements of the job as indicated in these specifications, **bidder must submit two (2) samples of Quality level 2 printing. These furnished samples must be received before bid opening date of Oct. 29, 2008, 11AM. Samples are to be sent to US. Government Printing Office, 928 Jaymore Rd. Ste. A-190, Southampton, PA 18966. Mark envelope with the following: Company name, Contractor Code, Printing Samples for Program 1236-S, BOD 10/28/08, 11 AM, Attn: Karen Capie**

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**OPTION TO EXTEND THE CONTRACT TERM:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**Price adjustment period:** For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**Price adjustment:** The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401. Also submit a courtesy copy of voucher to Comptroller, 1<sup>st</sup> MCD, 605 Stewart Avenue, Garden City, NY 11530.

Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for EFT payment, contractors must complete a Standard Form 3881 (ACH Vendor/Miscellaneous payment Enrollment form and submit it to **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. SF 3881 is available by calling 202-512-0800 or toll free 1-800-245-5476 or by facsimile request to 202-512-1410. A new SF-3881 should be submitted when there are changes in company or financial institution information. **NOTE: Contractors already registered for EFT with the GPO need not apply.**

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from Date of Award through September 30, 2009 (September 30, 2013) (if option years are taken). All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of a saddle-stitched, magazine-style publication requiring such operations as electronic prepress, printing four-color process, binding, packing and distribution.

**TITLE:** "YELLOW FOOTPRINTS Magazine"

**FREQUENCY OF ORDERS:** Bi-monthly. Six(6) , possibly 9 orders per year. One issue will be a calendar issue

**QUANTITY:** Approximately 1,000 copies per order.

**NUMBER OF PAGES:** 16- 24 pages, with an average of 12 pages per order plus cover.

**TRIM SIZE:** 216 x 279 mm (8-1/2 x 11").

**GOVERNMENT TO FURNISH:**

Electronic Media:

**Platform:** PDF file; readable with a Window based system. Files can be read on multiple platforms

**Media:** CD-ROM.

**Software:** Adobe PageMaker 7.0 for page layout. Any provided scans will be created in Adobe Photoshop 7.0. Also, an order or element of an order maybe submitted in high resolution Adobe Acrobat Portable Document Format (PDF).

All software upgrades (for the specified applications) which may occur during the term of the contract must be supported by the contractor.

Files will be furnished in native application format. An occasional order may be furnished as PostScript files, with all fonts and graphics embedded.

**Fonts:** All fonts used for this contract will be Adobe PostScript Type 1 or TrueType. If PostScript fonts are provided, all printer and screen fonts will be furnished. Contractor must be capable of successfully imaging files containing TrueType fonts and Bitstream PostScript fonts.

The contractor is cautioned that furnished fonts are the property of the government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

**Additional Information:**

A visual of the electronic files will be provided. The visual will not be sized at 100% but will show bleeds or color breaks.

The graphics must be linked to page layout prior to output. Color separations have not been made but the furnished graphics will be CMYK.

The color identification system used is the Pantone Matching System.

GPO Form 952 (Desktop Publishing – Disk Information).

One Match print proof, Form 905 (R. 3/90) with labeling and marking specifications (see Attachment No. 1).

A supply of blue labels and selection certificates for shipping Departmental random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Agency.

There will be profuse use of screens, duotones, knockouts, chokes and spreads, full-page reverses, bleeds, etc. The contractor shall review the files and adjust bleed extensions as necessary, create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall produce separations for four-color process reproduction.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**Digital Deliverables:** Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PROOFS:** One set(s) of one piece laminated color proofs. These proofs must have illustrations and text matter composited. **Proofs should show 4 color halftone screen (if applicable).** Sublimation, inkjet, photographic, and overlay proofs are NOT acceptable. Proofs must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press ink rollers. The control bars must show areas consisting of 3/16 X 3/16" minimum solid color patches; tint patches of 25, 50 and 75% dot gain scale such as Brunner, GATF, GREYTAG or RIT and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the entire sheet, may be on the gripper edge, tail edge or in the gutter of the sheet.

All proofs must be collated in sets, numbered sequentially, and have a one inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 13 mm (1/2") from the type area.

Submit proofs to: 1<sup>st</sup> Marine Corps District (FMCD), 605 Stewart Avenue, Garden City, NY 11530, Attn. SGT. Matthew F. Orr (516) 228-5650.

The contractor must not print prior to receipt of an "OK to print".

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All paper used in each copy must be of a uniform shade.

**TEXT PAGES:**

White No. 2 Coated Text, Gloss-Finish, grammage {120} g/m<sup>2</sup> (basis weight: {70} lbs per 500 sheets, 25 x 38"), equal to JCP Code A182.

**COVER STOCK:**

White No. 2 Coated Cover, Gloss-Finish, grammage {215} g/m<sup>2</sup> (basis weight: {80} lbs per 500 sheets, 20 x 26"), equal to JCP Code L12.

**PRINTING:** Pamphlet: Print head-to-head in four-color process. On occasion, facing pages print and must align across the bind. There will be various sized full color illustrations, color builds (various sized rules and display type), and black and white screen tints at various screen angles throughout. Pamphlets will require wrap around cover printing in four color process.

**INK:** If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

**MARGINS:** Margins will be indicated on the visual or in the electronic files. Full-page bleeds will be scattered throughout.

**BINDING:** Saddle wire stitch in two places on the 11” dimension and trim three sides. Each product must contain complete page signatures after trimming. Single leaves connected with a lip (i.e. binding stub) to left or right side of stitches will not be allowed.

**PACKING:** Bulk Delivery: Pack in shipping containers not to exceed 20.4 kg (45 lbs) when fully packed.

Shipping containers must be made in accordance with ASTM D5118 and any amendments thereto and shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).

**PRESS SHEET INSPECTION:** Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated August 2002. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheet inspection and proofing required within the compressed schedule for the orders.

Two or more persons from the FMCD are to attend the press sheet inspections.

Notify Sgt. Matthew F. Orr (516) 228-5650 to schedule same.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
00 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address listed under distribution.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.



**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

**DISTRIBUTION:** Mail 650 copies per furnished distribution list (List will be included on compact disk).  
Ship 40 copies, packed suitable to (8) eight destinations listed below:

COMMANDING OFFICER  
RS ALBANY  
Bldg. 40-3, 2<sup>nd</sup> Floor  
Watervleit Arsenal  
Warervleit, NY 12189

COMMANDING OFFICER  
RS BUFFALO  
100 Corporate Parkway  
Amhearst, NY 14226

COMMANDING OFFICER  
RS HARRISBURG  
Bldg, 54, Bay 5, DDC  
New Cumberland, PA 17070

COMMANDING OFFICER  
RS NEW JERSEY  
NWS Earle, Bldg., C-38  
201 Highway 34 South  
Colts Neck, NJ 07722

COMMANDING OFFICER  
RS NEW YORK  
605 Stewart Avenue  
Garden City, NY 11530

COMMANDING OFFICER  
RS PORTSMOUTH  
875 Greenland Road  
Suite A 9  
Portsmouth, NH 03801

COMMANDING OFFICER  
RS SPRINGFIELD  
105 East Street  
Chicopee, MA 01020

COMMANDING OFFICER  
RS PITTSBURGH  
WM. S. Moorehead Federal Bldg.  
1000 Liberty Avenue-Room 1512  
Pittsburgh, PA 15222

Pack the balance of 115 pamphlets suitable, along with film & GFM, including any proofs and ship fob destination to:

COMMANDING OFFICER  
1<sup>st</sup> Marine Corps District  
605 Stewart Avenue  
Garden City, NY 11530

**Mail one (1) sample copy of each order f.o.b. destination to Document Automation and Production Service (DAPS), 700 Robbins Avenue, Building 4/D, Philadelphia, PA 19111-5094, Attention: Charles Butler**

**Mail one (1) sample copy of each order f.o.b. destination to: U.S. Government Printing Office, Philadelphia Regional Printing Procurement Office, Southampton Office Park, Suite A-190, 928 Jaymore Road, Southampton, PA 18966-3820, Attn: Karen Capie . Indicate on the envelope the program number and print order number.**

All expenses incidental to returning materials, submitting proofs, and furnishing sample and random copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

***FURNISHED MATERIALS WILL BE HAND DELIVERED TO CONTRACTOR'S FACILITY on the 7<sup>th</sup> workday of each month.***

***\*PRESS SHEET INSPECTION WILL BE COMPLETED THE 8<sup>TH</sup> workday of each month.***

***COMPLETE PRODUCTION AND DISTRIBUTION MUST BE MADE WITHIN FIVE (5) WORKDAYS OF PRESS SHEET APPROVAL.***

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED MATERIAL: Upon completion of each order, the contractor must return all Government Furnished Material along with any material made by the contractor to the address noted under "Schedule". This includes the proof.

These materials must be packaged securely and in such a way as to preclude damage. They are to be returned separately from the entire order via traceable means. The contractor must be able to produce a separate receipt for these materials at any time during the contract period.

### SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production, which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during this period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I. (a) 20  
(b) 4

II. (1) (2)  
(a) 72 720  
(b) 24 240

III (a) (1) 54  
(2) 42



#### SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed or small parcel shipments or any other method required by the Government.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate.

I. ELECTRONIC PREPRESS REVISIONS: Item I. (a) shall only include outputting pages, which have been revised. The cost for the initial or only output shall be included under Item II. PRINTING AND BINDING.

(a) Re-outputting revised pages.....per color/per page.....\$\_\_\_\_\_

(b) System Timework.....per hour.....\$\_\_\_\_\_

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of a dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item I (b).

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(Initials)

II. PRINTING AND BINDING: Prices offered shall include the cost of outputting electronic files, paper, printing and binding.

	<u>Make-ready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Printing four-color process.....per page:	\$_____	\$_____
(b) Wraparound Saddle-Stitched Cover.....per cover:	\$_____	\$_____

(  
III PACKING, LABELING, AND DISTRIBUTION: Prices shall include the cost of all materials and operations as applicable for packing, sealing, labeling, and distribution.

(a) Bulk Shipment

(1) Packing and sealing shipping containers.....per container.....\$\_\_\_\_\_

(2) Affixing address labels on single copies (self mailers)....per 100 address labels.....\$\_\_\_\_\_

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Initials

**BIDDERS NAME AND SIGNATURE:** Fill out and return two copies of all pages in "Section 4.- Schedule of Prices", initial or sign each page in the space provided and submit attached to a completed and signed copy of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

**QUOTATIONS: Submit quotations by FACSIMILE** (on "Section 4 - Schedule of Prices" sheet(s)) to U. S. Government Printing Office, Regional Printing Procurement Office, Southampton Office Park, Suite A-190, 928 Jaymore Road, Southampton, PA 18966.

The provisions of GPO Contract Terms (Pub. 310.2) are modified to permit the acceptance of FACSIMILE quotations. For this procurement, facsimile bids are recommended. Contractor must submit entire "Section 4 - Schedule of Prices" (Pages 11 & 12) initialed or signed in the spaces provided.

**FACSIMILE Number: (215) 364-6479.** Receipt of facsimile quotations may be confirmed by calling (215) 364-6473. BID DESK.

**NOTE:** BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET MUST ACCESS THE GPO FORM 910 "BID" FROM THE GPO WEBSITE ADDRESS [www.access.gpo.gov/procurement/bids910.pdf](http://www.access.gpo.gov/procurement/bids910.pdf) AND SUBMIT ALONG WITH THE SCHEDULE OF PRICES AS REQUESTED BY THESE SPECIFICATIONS.

ATTACHMENT NO. 1

GPO Form 905  
(R 3-90) P. 57762-6

**LABELING AND MARKING SPECIFICATIONS**

**INNER PACKAGES:** Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (not top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

**SHIPPING CONTAINERS:** Each shipping container must have a shipping label applied to one end (not top, bottom, or side). The label must be reproduced (same size) from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least ¼" high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear

and legible for a period of at least two years under normal warehouse conditions.

**SHIPPING BUNDLES:** The information required in the facsimile below must appear in a convenient location on each shipping bundle.

**MAILED SHIPMENTS:** The facsimile below shall be used as a mailing label applied to one end of the mailing container (not top, bottom, or side). Affix postage to parcels bearing this mailing label so that the stamps or meter strip overlap the upper right corner of the label.

**CAUTION:** Noncompliance with the labeling and marking specifications will be cause for the Government to relabel in accordance with the specifications and charge all costs thereof to the contractor. The Public Printer reserves the right to institute this action without prior notice to the contractor or to reject the order because of such noncompliance.

<b>FROM</b>		<b>FOR USPS DELIVERY APPLY POSTAGE</b>	
<b>DEPT.</b>	<b>STOCK NO.</b>		
<b>DEPT. REQUISITION NO.</b>	<b>CONTROL NO.</b>		
<b>GPO JACKET NO.</b>	<b>SUB. ID NO.</b>		
<b>GPO ORDER NO.</b>	<b>TITLE</b>		
<b>PROGRAM/PRINT ORDER NO.</b>	<b>TO</b>		
<b>FORM OR PUBLICATION NO./DATE</b>			
<b>QUANTITY PER CONTAINER</b>			
<b>PACKAGES PER CONTAINER</b>			
<b>PKGS. OF</b>			



